

UPPO Conference and Seminar Subcommittee Speaker Selection and Presentation Review Criteria Procedures As of May 2013

- 1) The conference and seminar subcommittee will select a Speaker Selection subcommittee to conduct the Call for Speakers and speaker selection process. The process begins with the official Call for Speakers email sent to the UPPO member representatives.
- 2) UPPO Staff:
 - Compiles results of all speaker volunteers submitted through UPPO website
 - If a speaker has spoken for UPPO in the past, staff will provide the overall rating for the speaker (detail comments will NOT be made available to the Speaker Sub-Committee, only name and rating), as well as the speaker's adherence to deadlines and following protocols outlined in the Speaker Agreement.
 - Provide results of Call for Speakers with Speaker Selection Sub-Committee
- 3) Speaker Selection Sub-Committee evaluates speaker volunteer results submitted through website to determine if suggested topic/speaker is applicable and appropriate.
- 4) Based on the criteria noted above, the Speaker selection Sub-Committee assigns tentative speakers to each session and contacts tentative speaker designees to confirm they are willing to present on the topic.
- 5) If the tentative speaker(s) decline, the Speaker Sub-Committee shall consider alternate speakers and assign a different speaker.
- 6) Unless a unique situation arises and is approved by UPPO's Executive Director, only two speakers from the same firm/business may speak at the Annual Conference; one per firm for Holder Seminars.
- 7) Upon acceptance of the speaking assignment by a speaker, the Speaker Selection Sub-Committee sends a confirmation email to the speaker indicating they will receive an email from UPPO Staff with the speaker agreement, the PowerPoint template to be used to create their presentation and the deadline for submission. The email will also provide the identity of any co-speaker(s).
- 8) Speaker Selection Sub-Committee shall provide the finalized list of speakers to UPPO staff so the speaker agreement, PowerPoint template and deadline information can be sent.
- 9) Staff sends the speaker agreement and the PowerPoint presentation template to the confirmed speakers and reiterates deadline for receipt of speaker bios, PowerPoint presentations, handouts, etc.
- 10) Upon receipt of speaker presentations and handouts, staff places the presentation on the UPPO site for access by designated reviewers.



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- 11) The Speaker Sub-Committee shall assign members of the committee to review specific presentations and handouts. The criteria for approving presentations and/or handouts is specified in the Presentation Review Checklist.
- 12) Upon review and approval of presentations, assigned Sub-Committee members place the presentations and handouts in the appropriate folder on the website.
- 13) Any presentations not meeting the criteria noted above shall be returned by the reviewer to the speaker(s) for revision. An explanation of the areas that must be reviewed/revised shall be included.